

Program List Spreadsheet

Purpose:

The Program List spreadsheet assists each agency applying for program funding, by specifying several key items required by the HB 1006 Community Supervision Collaboration Plan. In addition to fulfilling HB 1006 requirements, this spreadsheet will allow for detailed data analysis on target population and programming by assigning categories to reported programs.

Information Source:

The information listed in each County Spreadsheet contains all program names, submitted in the Quarterly Data Dump, from quarter one of fiscal year 1314 through quarter three of fiscal year 1415.

Information Details:

The initial spreadsheet sent out to each agency will contain a detailed list of all reported programs, including spelling variations. The official program name can be assigned to each item listed in column AA.

Program attributes contain various categories a program can be assigned to. Each cell under the listed attribute can be marked as “Yes” if the program pertains to that attribute.

Type identifies the type of program (Diversion, Probation, etc.) each listed item can be assigned to. These boxes can also be marked with a “Yes” to designate the type pertaining to the program listed.

Funding sources can be assigned to each item listed by selecting “Yes” in the cell listed under Funding Source. If more than one item is selected, it is assumed the program is partially funded from each marked source.

The Provider section specifies who administers the program and where it is administered. This section is paired with the Outside Provider information section, where the provider name and address can be listed.

Duration of programming is covered by the three items listed under Number Of Required Sessions/Duration Of Program. This allows for specification if the program is self-paced, if the completion criterion is determined by an outside provider, or the number of meetings involved if it is a fixed session program.

Questions/Answers:

Do I need to complete every box for each item listed?

Boxes under the Attribute, Type, Funding Source, and Provider, must be marked with a “Yes” if the items pertain to the listed program. If the program does not fit the column item the box can remain blank. Each row, however, must be completed as this information is read directly into the SAS program and unknown program names will be identified as invalid programs.

The Official Program Name needs to be filled out for each row. This will be a secondary name the SAS program will use to identify programs and can clarify which items should be considered the same program to identify participant enrollment.

The items under Duration Of Program need to be completed based on how a program is determined to be complete. If it is self-paced or is completed based on the determination of an outside provider, “Yes” should be selected from the cell dropdown menu. If there are a set number of sessions/meetings please list the number in the cell.

If the program is administered by an outside provider(s) the provider name and address must be listed. If the program is offered in-house the Outside Provider section does not need to be completed.

What if a program is not listed or a new program needs to be added?

There are blank rows under Program Name which can be utilized for missing or new programs. If your agency adds a new program during the year, the information can be provided in these cells.

Will I need to complete this spreadsheet every year?

No. After you initially complete the spreadsheet, the only time it needs to be updated will be if one of the items changes for the program or a new program is being added. A blank template will be provided for updates and will be merged with the original sheet. We understand there will be a lot of work initially to complete all of the items, but after it is done updates will be much faster.

Why can't I change the name of the item listed under program name?

Our historical data already contains the exact name entered into the fields; if these are changed the program will show as invalid when run through the SAS program. The Official Program Name field (column AA) should be used to identify duplicates or correct any misspellings.